New Mexico Taxation and Revenue Department
Property Tax Division
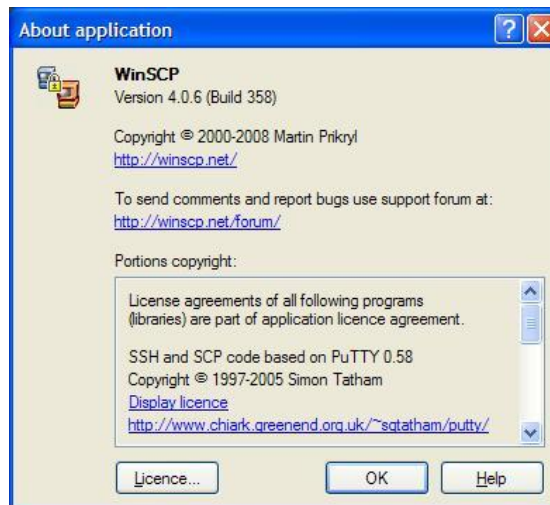
"Public FTP Access"

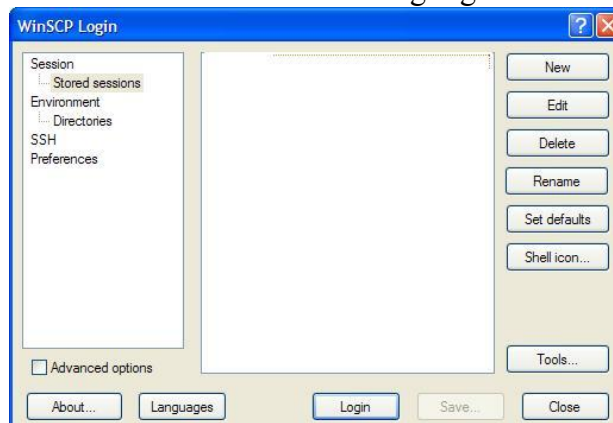**Use of FTP (file transfer protocol) for data transfer**

To get to the Property Tax secure FTP site, follow these instructions:

1) If **you already use a secure FTP client please try connection with that first.** If not, download and install secure ftp client, WinSCP 4.0.6, from...

   http://downloads.sourceforge.net/winscp/winscp406.exe?modtime=1199374677&big_mirror=0

2) After you have downloaded and "Run" **winscp406.exe**, from the dialog window below, click "**New**." Be sure "**Session**" is highlighted.

3) Complete the following in the "**Session**" dialog using the provided user name and password (see screenshot below).
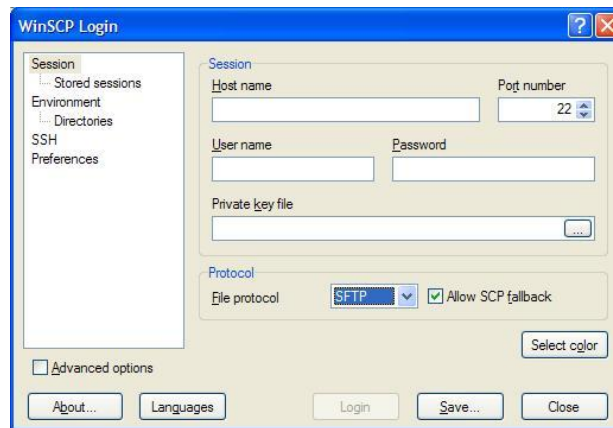
Host is **164.64.133.239**
Port is **22**
File Protocol: select **"SFTP" and check "Allow SCP fallback"**
Your user name is **Publicco**
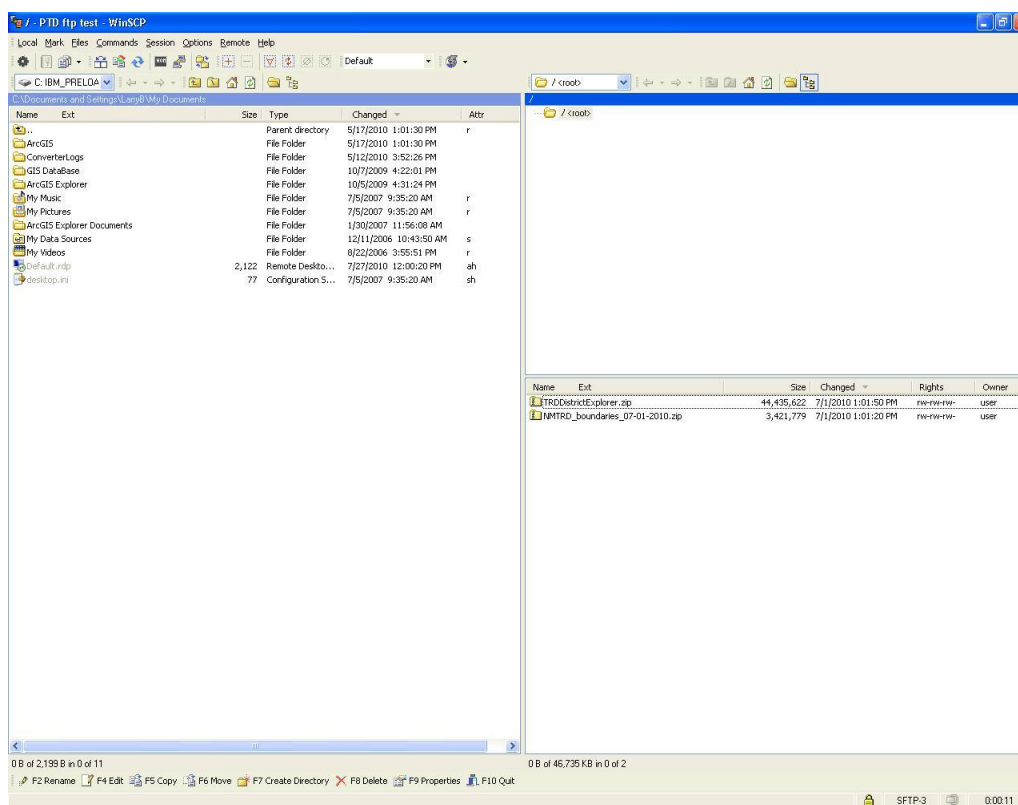Your password is **P^bl1cc0**
Click "**Save**"
Click "**OK**" on the saved password warning dialog.

4) Give the session a name such as, "PTD Secure FTP" and click **OK**.

5) Click once on your new **Session** and then click "**Login**."

6) Click "Continue" at the GlobalSCAPE dialog

7) This should connect you directly to the *"**Public**"* folder (screenshot below).

5) To copy files **from** the Public folder:

... If you're logged in and connected to the Public folder, your window should look similar to the screenshot above. The right side of the window is the Property Tax ftp server. The left side of the window should be your local computer directory. You can navigate up and down (in and out) of folders much like you do in Windows Explorer.

... To copy, click once on one of the files you are going to copy. There should now be a dotted line around the file you're copying.

... Go to the bottom of the window and find the "F5 copy" button. You can either click this button once or just hit your "F5" key. This will open the "Copy" dialog box.

... At the top it should tell you which file you are copying. Clicking the "Browse" button on the right will allow you to select the folder on your local computer you would like to copy this file to.

... Now click "Copy" at the bottom of the box. If this worked, it should copy the file to the folder you chose on you local system and the box should disappear.

... Follow the same steps to copy any other files to your local system.

6) Sending data **to** Property Tax (when this is necessary)

... Follow the same steps above except when selecting the file to be copied, you will be selecting the file from the left side of the window; these are files on your local computer system or network data server.

… If possible, please "zip" data files. This is not necessary with any documents.

... You will be copying files to the "Public" folder on the Property Tax server.

7) To "Quit" use the "F10" key or click the "F10 Quit" button at the bottom of the window.

For questions or support, please contact:

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